

ADDING A TUTOR TO THE READ NB DATABASE

Fall 2025



Adding a Tutor to the Database

Go to the Contacts Menu - I like to be on 'all contacts' -
Click on New to create a new contact.

The screenshot shows the READ NB Laubach Literacy system interface. At the top, the user is logged in as 'Adult Literacy Fredericton'. The navigation menu includes 'Home', 'Contacts', 'Assignments', 'Reports', and 'Tutor Applications'. The 'Contacts' menu is highlighted, and the 'All Contacts' sub-menu is selected. The 'New' button is also highlighted. The main content area shows a list of 52 items, with columns for Name, Type, Match Status, Email, Phone, and Council. A large grey box covers the contact details, with the text 'Hidden for privacy protection' overlaid.

READ NB
Laubach Literacy New Brunswick

Logged in as Adult Literacy Fredericton (info@adultliteracyfredericton.org) Log out as Adult Literacy Fredericton

Search...

Laubach Literacy Home Contacts Assignments Reports Tutor Applications

Contacts
All Contacts

New Intelligence View Import Send Email Printable View

52 items - Sorted by Name - Filtered by Type - Updated a few seconds ago

Search this list...

	Name ↑	Type	Match Status	Email	Phone	Council
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Hidden for privacy protection

The NEW CONTACT FORM should be completed as completely as you are able. We provide stats to the provincial government re: age of our learners so birthdate is important. Some donors (grants) may require you to track the county in which your learners live.

New Contact

* = Required Information

Contact Information

*** Name**

Salutation
--None--

First Name
First Name

*** Last Name**
⊘ Last Name
Complete this field.

Email

Birthdate

Type

Available

- Donor
- Volunteer
- Board Member
- Honoree

Chosen

Council
--None--

Match Status ⓘ
Unmatched

Account Name
Search Accounts...

Do Not Contact ⓘ

Constituent ID

County
--None--

Primary Language

Once you have created the contact, then you will create the profile.
Do this by clicking the edit symbol on the profile line and choosing NEW PROFILE.

The screenshot displays the user interface of the READ NB system. At the top, the user is logged in as 'Adult Literacy Fredericton'. The navigation menu includes 'Home', 'Contacts', 'Assignments', 'Reports', and 'Tutor Applications'. The main content area shows the profile for 'Mr. John Doe', including account details and a list of fields for editing. The 'Profile' field is highlighted with a red circle, indicating the edit action.

Account Name	Council	Last Gift Date	Last Gift Amount	Largest Gift	Total Gifts
Doe Household	Adult Literacy Fredericton, Inc.		\$0.00	\$0.00	\$0.00

Details | Related

Contact Information

Name	Mr. John Doe	Council	Adult Literacy Fredericton, Inc.
Email	test@test.com	Match Status	Unmatched
Birthdate	October 1, 2000	Account Name	Doe Household
Type	Learner	Do Not Contact	<input type="checkbox"/>
Constituent ID		County	York
Primary Language	German	Phone	506 2222222
Pronoun Preference	He/Him	Mobile	
Gender	Male	Home Phone	506 2222222
Profile			
Description			

Address Information

Mailing Address
814 York Street
Fredericton NB E3B 3R8
Canada

Filters: All time - All activities - All types
Refresh - Expand All - View All

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

Fill out the New Profile: Tutor form as completely as you are able. Don't forget you will need to choose your contact's name.

When you click in the search contacts field, the latest contact (the one for whom you are completing this form) should appear automatically.

Please note: you should check this off when you have received their criminal record check and record the date of completion.

When you have completed filling out the form, click Save.

The image shows a screenshot of a web form titled "New Profile: Tutor". The form is divided into several sections: "Information", "Availability", "Meetings per week", "Referral Source", "Employment Status", "Criminal Record Check", and "Mother Tongue".

- Information Section:** Includes fields for "Profile Name", "One Year Commitment" (dropdown menu with "N/A" selected), "Gender Preference" (dropdown menu with "--None--" selected), "Age Preference" (two columns: "Available" with options "Younger", "16-25", "25-49" and "Chosen" which is empty), "Do you Smoke?" (dropdown menu with "N/A" selected), "Do you have reliable transportation?" (dropdown menu with "--None--" selected), "Okay with smoker?" (dropdown menu with "N/A" selected), "Can you start once training is complete?" (dropdown menu with "N/A" selected), "Deferred Start Date" (calendar icon), "Suggested Meeting Location" (text input field), "Where would you like to meet?" (dropdown menu with "--None--" selected), and "Highest Level of Education completed" (dropdown menu with "--None--" selected).
- Availability Section:** Includes "Available" (list with "Monday Morning", "Monday Afterno...", "Monday Evening", "Tuesday Morning") and "Chosen" (empty list).
- Meetings per week:** Dropdown menu with "--None--" selected.
- Referral Source:** Dropdown menu with "--None--" selected.
- Employment Status:** Dropdown menu with "--None--" selected.
- Referral Information:** "Mother Tongue" (text input field), "How did you hear about us?" (dropdown menu with "--None--" selected), and "Referred by" (text input field).
- Criminal Record Check Section:** "Criminal Record Check" (checkbox, currently unchecked) and "Record Check Completion Date" (calendar icon).

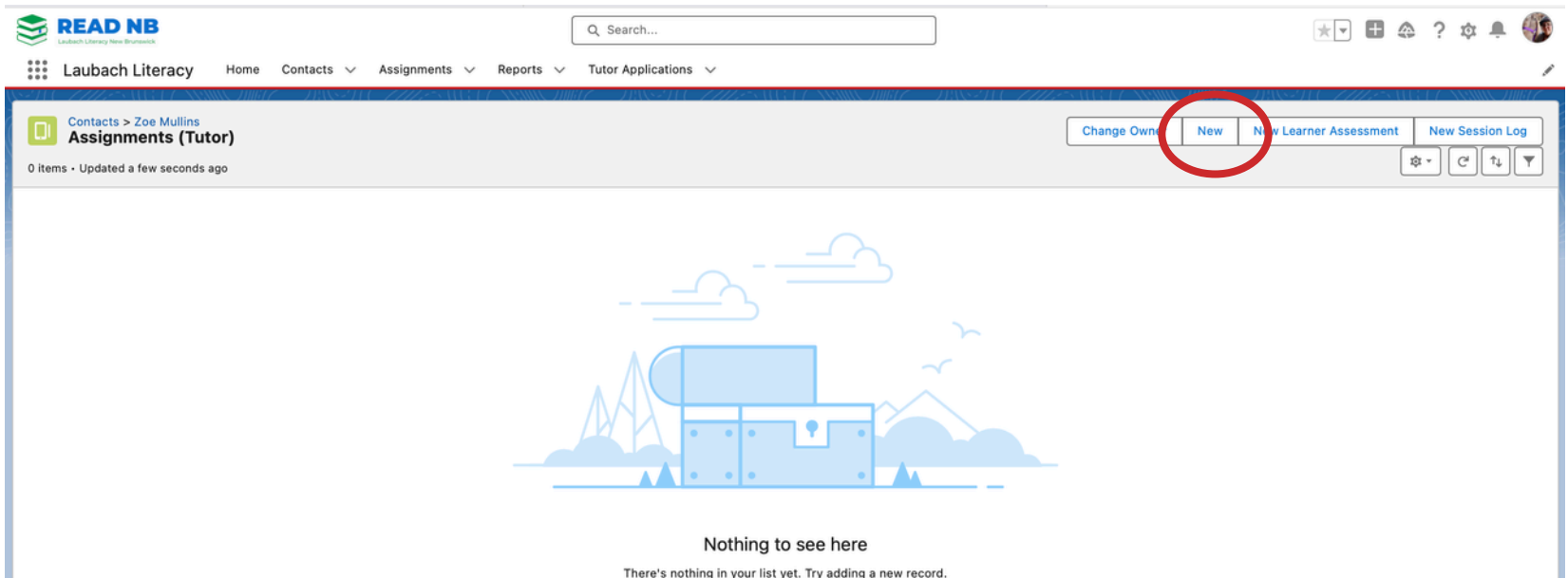
At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red circle. Another red circle highlights the "Contact" search field in the "Information" section.

CREATING AN ASSIGNMENT

Once you have created the contact & profile, you are ready to create their assignment. There are two ways to do this - click on Related and choose Assignments (Tutor) or go to the right hand side of the main screen (shown here) and click the down arrow to the right of Assignments (Tutor).

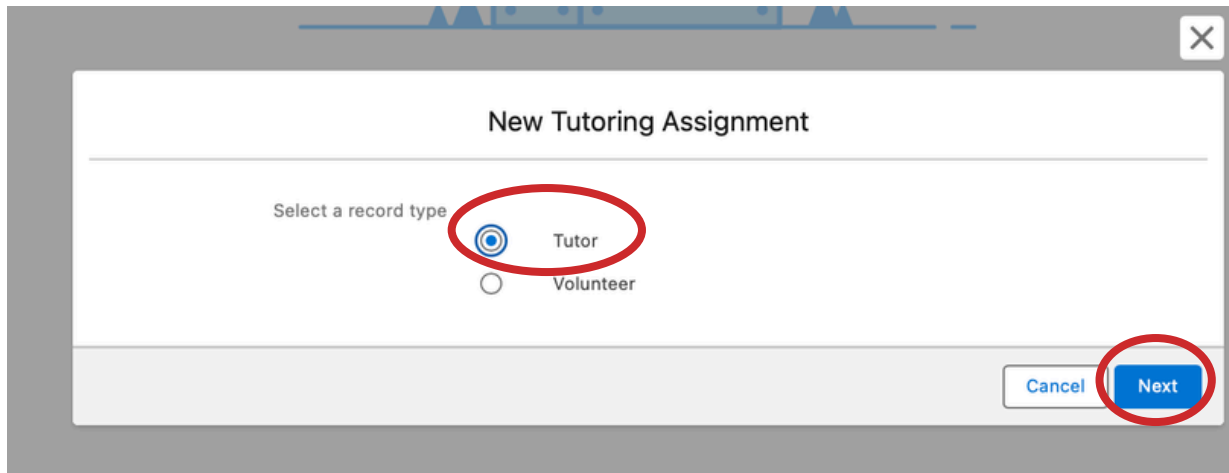
The screenshot displays a user profile for Ms. Zoe Mullins. At the top, there are buttons for '+ Follow', 'New Tutoring Assignment', 'New Volunteer Assignment', and 'Enable Customer User'. Below this, a summary row shows: Record Health (OK), Account Name (Mullins Household), Council (LLNB Online), Age (43), Last Gift Date, and Last Gift Amount (\$0.00). The main content area is divided into 'Details' and 'Related' tabs. The 'Details' tab is active, showing contact information fields: Name (Ms. Zoe Mullins), Council (LLNB Online), Email (zoemullins@gmail.com), Birthdate (1982-02-02), Match Status (Unmatched), Account Name (Mullins Household), and County (Charlotte). A 'Type' section shows 'Available' roles (Donor, Volunteer, Board Member, Honoree) and 'Chosen' roles (Tutor). On the right side, there are two assignment categories: 'Assignments (Volunteer) (0)' and 'Assignments (Tutor) (0)'. The 'Assignments (Tutor) (0)' category is circled in red, and a red circle highlights a dropdown arrow next to it. Below these categories, there are filters for 'All time', 'All activities', and 'All types', along with 'Refresh', 'Expand All', and 'View All' options. A section titled 'Upcoming & Overdue' shows 'No activities to show' and 'No past activity'.

Depending on how you 'click' through, you may see this page- choose NEW and it will bring you to the pop-up box below



The screenshot shows the top navigation bar of the READ NB system. The logo 'READ NB' is on the left, followed by a search bar and utility icons. Below the navigation bar, the breadcrumb trail reads 'Contacts > Zoe Mullins' and the page title is 'Assignments (Tutor)'. In the top right corner of the page content area, there are four buttons: 'Change Own', 'New', 'New Learner Assessment', and 'New Session Log'. The 'New' button is circled in red. Below the buttons is a large illustration of a school building with a lightbulb icon, and the text 'Nothing to see here' and 'There's nothing in your list yet. Try adding a new record.'

When you get to this pop-up box, choose Tutor and click Next



The screenshot shows a modal window titled 'New Tutoring Assignment'. It contains a section labeled 'Select a record type' with two radio button options: 'Tutor' and 'Volunteer'. The 'Tutor' option is selected and circled in red. At the bottom right of the modal, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is also circled in red.

By clicking Next you are going to come to this box. It is one way that you can assign a learner to the tutor. The tutor's name will already be listed in the tutor box. You will need to go to the blank learner box and type in the name of the learner you want to match this tutor with. Then click save.

Type learners' name here:

On this form, you can also add details about the learner's assignment - choose what they want help with, choose their status, and their current level.

The screenshot shows a web form titled "New Tutoring Assignment: Tutor". At the top right, there is a close button (X). Below the title, there is a legend: "* = Required Information". The form is divided into several sections:

- Learner:** A text input field with a search icon on the right. A red arrow points to this field from the text "Type learners' name here:". The field contains a small purple icon and a red circle around it.
- Tutor:** A text input field with a search icon on the right. It contains the name "Zoe Mullins" and a red circle around it.
- Courses:** A section with two columns: "Available" and "Chosen". The "Available" column lists "Reading", "Writing", "Numeracy", "Digital", and "Financial". There are arrows between the columns.
- Status:** A dropdown menu with "--None--" selected.
- Learner Level at Start:** A text input field.
- Learner Tutoring End Date:** A date picker field.
- Learner Exit Reason:** A text input field.
- Council:** A text input field.

At the bottom of the form, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is circled in red.

You can also assign the tutor from the other direction... go to the contact form for the Learner you want to be paid, then go through the steps to create a new Learner Assignment. When you do, you will come to this page - it looks the same as the previous one except the learner's name is already there and you have to match them with the tutor by typing in the tutor's name.

New Tutoring Assignment: Tutor

* = Required Information

Learner: Zoe Kraushaar

Tutor: Search Contacts...

Courses

Available: Reading, Writing, Numeracy, Digital, Financial

Chosen:

Status: --None--

Learner Tutoring End Date: [Calendar Icon]

Learner Level at Start: [Empty Field]

Learner Exit Reason: [Empty Field]

Council: [Empty Field]

Buttons: Cancel, Save & New, Save

Type tutor's name here:

On this form, you can also add details about the learner's assignment - choose what they want help with, choose their status, and their current level.

Now when you go back to the Tutor's main contact page, you will be able to see their assignment listed in the top right hand side.

The screenshot shows the contact page for Ms. Zoe Mullins in the READ NB system. The page is divided into several sections:

- Header:** Includes the READ NB logo, navigation menu (Home, Contacts, Assignments, Reports, Tutor Applications), a search bar, and user profile icons.
- Contact Summary:** Displays "Contact Ms. Zoe Mullins" with buttons for "+ Follow", "New Tutoring Assignment", "New Volunteer Assignment", and "Enable Customer User".
- Record Health:** Shows "OK" status.
- Account Information:** Lists "Account Name: Mullins Household", "Council: LLNB Online", "Age: 43", "Last Gift Date", and "Last Gift Amount: \$0.00".
- Details Section:** Contains a "Contact Information" tab with fields for Name, Email, Birthdate, Type, Pronoun Preference, Gender, Profile, and Description. It also includes fields for Council, Match Status, Account Name, Do Not Contact, County, Age, Phone, and Mobile.
- Assignments Section:** Located on the right, it shows "Assignments (Volunteer) (0)" and "Assignments (Tutor) (1)". The "Assignments (Tutor) (1)" section is circled in red and lists an assignment: "Assignment-00632" with details for "Last Assessment D...", "Last Session Date", and "Learner: Zoe Kraushaar".
- Filters and Activity:** Includes filter options for "All time", "All activities", and "All types", along with "Refresh", "Expand All", and "View All" buttons. Below this is an "Upcoming & Overdue" section with the message: "No activities to show. Get started by sending an email, scheduling a task, and more." and "No past activity. Past meetings and tasks marked as done show up here."

The last thing you are going to want to do is make sure that both the Learner and the Tutor's are listed as Matched. You will see below, it says Unmatched. Click that little pencil button, to open up the edit function for the page.

READ NB
Laubach Literacy News & Resources

Laubach Literacy Home **Contacts** Assignments Reports Tutor Applications

Contact **Ms. Zoe Mullins** + Follow New Tutoring Assignment New Volunteer Assignment Enable Customer User

Record Health	Account Name	Council	Age	Last Gift Date	Last Gift Amount
OK	Mullins Household	LLNB Online	43		\$0.00

Details Related

▼ Contact Information

Name	Ms. Zoe Mullins	Council	LLNB Online
Email	zoemullins@gmail.com	Match Status	Unmatched
Birthdate	1982-02-02	Account Name	Mullins Household
Type	Tutor	Do Not Contact	<input type="checkbox"/>
Pronoun Preference	She/Her	County	Charlotte
Gender	Female	Age	43
Profile	Profile-00666	Phone	506 8718042
		Mobile	(506) 871-8042
		Home Phone	506 8718042

Assignments (Volunteer) (0)

Assignments (Tutor) (1)

[Assignment-00632](#)
Last Assessment D...
Last Session Date:
Learner: [Zoe Kraushaar](#)

[View All](#)

Filters: All time • All activities • All types

[Refresh](#) • [Expand All](#) • [View All](#)

▼ Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

Here you can change the Match Status - choose Matched and click save at the bottom of the screen. Then do the same thing for this tutor's learner.

The screenshot shows the 'READ NB' interface for a contact profile. The contact is 'Ms. Zoe Mullins'. The 'Match Status' dropdown menu is open, with 'Matched' highlighted by a red circle. At the bottom of the form, the 'Save' button is also circled in red. The 'Type' section shows 'Tutor' as the chosen role. The 'Description' field contains the text 'writer, English/philosophy degree/marketing background'.

READ NB
Laubach Literacy New Brunswick

Search...

Laubach Literacy Home **Contacts** Assignments Reports Tutor Applications

Contact **Ms. Zoe Mullins** + Follow New Tutoring Assignment New Volunteer Assignment Enable Customer User

Contact Information

Name: Ms. Mullins
Salutation: Ms.
First Name: Zoe
Last Name: Mullins
Email: zoe Mullins@gmail.com
Birthdate: 1982-02-02
Type: Available (Donor, Volunteer, Board Member, Honoree) / Chosen (Tutor)

Council: LLNB Online

Match Status: Unmatched (dropdown menu open showing --None--, Unmatched, Matched)

Account Name: Mullins Ho...
Do Not Contact:

County: Charlotte

Pronoun Preference: She/Her
Gender: Female
Profile: Profile-00666

Age: 43
Phone: 506 8718042
Mobile: 5068718042
Home Phone: 506 8718042

Description: writer, English/philosophy degree/marketing background

Buttons: Cancel, Save

Assignments (Tutor) (1)

Assignment-00632
Last Assesmen...
Last Session Dat...
Learner: Zoe Kraushaar

Filters: All time · All activities · All types
Refresh · Expand All · View All

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

FaceTime